



**GOVERNMENT OF GUAM**  
**BUREAU OF INFORMATION TECHNOLOGY**  
**DATA SANITIZATION POLICY**

09-30-2012  
V0.1

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## 1.0 AUTHORITY

Executive Order No. 2005-25, relative to establishing the Bureau of Information Technology (BIT) under the Governor's Office to continue the work in improving communications, data processing and Information Technology in the Executive Branch, states:

- a. BIT shall be responsible for overseeing all Information Technology (IT) planning, procurement, development, implementation, and infrastructure within the Executive Branch of the Government of Guam.
- b. BIT shall be the IT central managing office with authority over all databases and application systems within the Executive Branch. Each department, agency, office, division and instrumentality of the Executive Branch shall be responsible for their respective databases and application systems.
- c. BIT shall have managing authority over all "wide area networks" within the Executive Branch.
- d. BIT shall coordinate with the Director of Administration to oversee the staff, duties and responsibilities of the Data Processing Division of the Department of Administration (DOA), which was established by Public Law 13-96.
- e. BIT shall be responsible for the development, implementation, and enforcement of practices and standards of Information Technology management, procurement, and business processes.
- f. BIT shall ensure that the Executive Branch adheres to all laws, rules, regulations, and policies pertaining to IT, such as copyrights, patents, procurement, etc.
- g. BIT shall maintain a comprehensive record of Information Technology activities, systems and projects, and shall order oversight consultants whenever necessary to ensure independent review of Information Technology projects.
- h. BIT may consult, when necessary, with experts from the Government, private sector, and the community at large on issues it is deliberating.

Public Law 31-223, states in part, that "*I Lehislaturan Guahan* also intends to give DOA, GSA and BIT the authority to establish Government-wide procedures necessary to accomplish the proposed mandates herein."

## 2.0 PURPOSE

The purpose of this policy is to ensure that no stored images or data remains on Government of Guam computers, copiers and other storage devices prior to being transferred, resold, replaced, repurposed or discarded.

This applies to all hardware owned or leased by the Government of Guam capable of storing intellectual or personal information related to the privacy of its employees, partners and citizens. Such devices include, but are not limited to, the following:

- Copy, print, fax, and multi-function machines
- Computer workstations, servers and laptops
- Mobile devices to include PDAs, tablet computers and smart phones
- Networking devices
- Removable storage such as flash memory devices, floppy disks, optical media (CD/DVD), tape and other long-term media

## 3.0 APPLICABILITY

This policy shall to all agencies, departments and sections in the Executive Branch of the Government of Guam.

## 4.0 SANITIZATION

All Government of Guam computers, copiers and other storage devices must be sanitized as outlined in this policy prior to being transferred, resold, replaced, repurposed or discarded. **Compliance with this policy is mandatory.**

In general, always consult with your IT staff or BIT prior to disposing of any computer equipment. They can assist in the proper sanitization of any equipment. Specifically, agencies must complete the Government of Guam Certificate of Sanitization form, with

the signature of the agency's Director, certifying that the hardware has been properly sanitized before it can be transferred, resold, replaced, repurposed or discarded.

Copies of all certification statements must be:

- 1) Maintained by the agency
- 2) Affixed/attached securely to the storage device (to be kept as record)
- 3) Provided to and received by BIT, GSA or DOA

Agencies shall retain copies of the sanitization forms for a period of three (3) years.

## 5.0 METHODS

The Government of Guam recognizes two primary methods for the sanitization of computers, copiers and other storage devices:

- 1) Physical Destruction. Hardware may be sanitized by crushing, shredding, incinerating, or smelting.
- 2) Digital Sanitization. Deleting files is insufficient to sanitize hardware. Therefore, a digital sanitization tool must be used. The tool must conform to the Department of Defense's DoD 5220.22-M specifications.

In addition, sanitization methods must follow the recommendations outlined in the National Institute of Standards and Technology's Special Publication 800-88 Revision 1 - Guidelines for Media Sanitization.

## 6.0 PROCUREMENT

All Government of Guam computers, copiers and other storage devices procured after September 2012 must include software tools that accomplish Digital Sanitization.

## 7.0 REVIEW

The Director of the Department of Administration (DOA), the Chief Procurement Officer of the General Services Agency (GSA), and the Chief Information Officer of the Bureau of Information Technology (BIT), or their designees, *shall* be jointly responsible for ensuring that sanitization occur on all storage media before said machines are transferred, resold, replaced, repurposed or discarded.

Government of Guam agency heads *shall* work in concert with DOA, GSA and BIT when the review is being conducted at their respective locations.

DOA, GSA and BIT requires complete and detailed information on the Certificate of Sanitization form and may disapprove the transferring, reselling, replacing, repurposing or discarding computers, copiers and other storage devices until the form is completed in its entirety, information deemed accurate and sanitization activity verified.

## 8.0 CERTIFICATE

<b>GOVERNMENT OF GUAM - CERTIFICATE OF SANITIZATION</b>	
<b>PERSON PERFORMING SANITIZATION</b>	
Name:	Title:
Agency/Organization:	Contact Info:
<b>MEDIA INFORMATION</b>	
Make/Vendor:	Model Number:
Serial Number:	
Media Property Number:	
Media Type:	Source (username/property #):
Backup Location:	Data Backed Up: <input type="checkbox"/> Yes <input type="checkbox"/> No
Other:	
<b>SANITIZATION DETAILS</b>	
Method Used: <input type="checkbox"/> Physical Destruction <input type="checkbox"/> Sanitization	
Method Details:	
Tool/s Used (include version):	
Verification Method:	
Post Sanitization Notes:	
<b>MEDIA DESTINATION</b>	
Select all that applies: <input type="checkbox"/> Transferred <input type="checkbox"/> Replaced <input type="checkbox"/> Repurposed <input type="checkbox"/> Discarded <input type="checkbox"/> Other:	
Details:	
<b>SIGNATURE</b>	
I attest that the information provided is accurate to the best of my knowledge.	
Signature:	Date:
Validation conducted by:	
Signature:	Date:
Agency Director:	
Signature:	Date:
BIT, GSA, DOA reviewed by:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
Signature:	Date: